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CONFIDENTIAL**10 MAR 1982**

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

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SUBJECT: OIS Weekly Report (3-9 March 1982)

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Office of the Director of Information Services

*On 3 March, the Director of Information Services and the Deputy General Counsel met with General Counsel Michael O'Neill and Bernard Raimo of the House Permanent Subcommittee on Intelligence. The two-hour discussion dealt with questions concerning the proposed revision of Executive Order 12065.

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The Director of Information Services addressed the Freedom of Information/Privacy Act Symposium on 5 March at the

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Classification Review Division

The Directorate of Operations has withdrawn its objection to the release of any and all material for the Guatemala portion of the Foreign Relations of the United States, Volume IV, 1952-54, after having been immovable on the issue since September 1980. CRD is preparing the release for forwarding to the Department of State which will clear the last of the 1952-54 volumes.

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CRD reviewed a total of 1,933 CIA documents (24,177 pages) and declassified 1.3 percent. In addition, 126 non-CIA documents (2,233 pages), two Department of State galley proofs (1,327 pages), nine manuscripts (470 pages), and 21 miscellaneous documents (37 pages) were also reviewed.

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Records Management Division

At the request of the Office of Personnel, RMD drafted a new form for requesting authorization of a separate maintenance allowance.

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A representative from RMD accompanied Information Security Oversight Office, on an inspection of the document handling procedures in the Office of Central Reference, DDI. was particularly interested in the safeguarding procedures used for mailing documents outside the Agency.

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As part of a continuing program, a representative from RMD visited the DDS&T Registry to provide guidance to registry personnel on the Top Secret Control Automated Data System (TSCADS) and on the procedures that should be followed in controlling collateral top secret documents.

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Regulations Control Division

RCD's workload of regulatory issuances was reduced from 123 to 119 active jobs during the past week representing the difference between those issuances published and newly initiated proposals.

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Issuances of general interest processed this week include a notice furnishing current information on the status of the alternate work schedules experiment

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Information and Privacy Division

A separate report is attached.

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Attachment:
As stated

EXO/OIS: (10 Mar 1982)

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